

Duty to Accommodate Policy

Policy Statement

ABC Inc. accommodates the needs of individuals in its workplaces to the point of undue hardship on the company.

Policy Application

This policy applies to:

- All ABC Inc. employees
- Accommodations for disabilities or injuries, whether or not they are work-related
- Accommodations to protect the legislated human rights of individuals and identifiable groups
- Accommodations made for non-employees, such as job applicants, contractors, clients, and other visitors attending ABC Inc. workplaces

Organizational Commitments

ABC Inc. commits to:

- Comply with all legislation that applies to workplace accommodation
- Inform non-employees how to request accommodation from ABC Inc.
- Maintain accurate records of all accommodation requests, inquiries, and their outcomes
- Maintain the privacy and confidentiality of requests for accommodation and of accommodations provided
- Not retaliate against anyone who requests or receives an accommodation
- Proactively initiate the accommodation procedure where it is apparent accommodation may be required
- Use a reliable procedure to capture and inquire into requests for accommodation
- Address violations of this policy in accordance with its Performance Improvement Policy

Employee Requirements

ABC Inc. employees are required to:

- Immediately inform ABC Inc. if you believe that you have an injury, disability, or situation that may require accommodation
- Participate in good faith when ABC Inc. enacts its accommodation procedure with and for you
- Not make trivial, frivolous, or vexatious requests for accommodation
- Inform ABC Inc. when you believe that an accommodation can be modified or removed

Version Control

- Version: 1.2
- Revised: March 18, 2024
- Approved by: Board of Directors
- Approval date: March 20, 2024